

DODGE COUNTY BUILDING COMMITTEE MINUTES

Administration Building Room 1H & 1I 127 East Oak Street, Juneau, WI 53039

Date: November 5, 2020

Call to order: The meeting of the Dodge County Building Committee was called to order by Chairman **Dennis Schmidt at 5:00 p.m. on November 5, 2020 in Room 1H & 1I of the Dodge County Administration Building** with the following members present: **Dennis Schmidt, Kevin Burnett, Richard Fink, Robert Boelk, and Cathy Houchin (via teleconference)**

Roll Call and Non-Committee Member County Board Attendance: None

Also present: Russ Freber, Director of Physical Facilities; Phil McAleer, Assistant Director of Physical Facilities; Barb Brooks Administrative Secretary; Jim Mielke, Dodge County Administrator; Kim Nass, Corporation Council; Dave Ehlinger, Director of Finance

Public Comment None

Approval of the Minutes from October 8, 2020 a motion was made by Kevin Burnett and seconded by Robert Boelk. Motion carried.

Update – Henry Dodge Office Building - Elevator Project elevators are from 1969, and are in need of updating. From an operations standpoint, it is important to have the two elevators upgraded/remodel for Staff, and Public.

The proposed project was identified on Five Year Capital Improvement Plan. A potential funding source for the estimated \$600,000 project is through the close out of the Community Development Block Grant (CDBG) Revolving Loan Fund. The County is required by the State of Wisconsin to close out the Revolving Loan Fund Program by February 1, 2021.

Options for program close out have been reviewed by the Dodge County Executive Committee and a recommendation will be presented to the County Board on November 10th. Depending on the option authorized by the County Board, there may be up to \$1.6 million dollars available for eligible projects. Dodge County has engaged MSA Professional Services – Beaver Dam to assist the County with program close out and identifying potential projects. MSA Professional Services has confirmed the proposed elevator upgrade at the Henry Dodge Office Building would meet program criteria.

Supervisor Houchin asked if the proposed repaving of the courthouse / Detention facility would qualify as an eligible project. Freber and Mielke will inquire with MSA regarding the repaving project.

A further update will be provided to the Committee at their December meeting.

Update – Dodge County Courthouse/Detention Facility Parking Lot Project consensus of the Committee is to move forward with specifications/cost to mill, and resurface parking lot.

Update – Dodge County Detention Facility Fencing supplies are ordered. Potential to start next week, if materials arrive.

Review and Possible Revise the Building and Grounds Policy amend Policy to make it clear of posted signs for restricted areas. Kim Nass, Corporation Council will bring proposed language to amend Policy at next Month's meeting. Consensus of the Committee is to allow Russ Freber, Director of Physical Facilities to order/post signs.

Discuss Long Term Henry Dodge Office Building Equipment Repairs/Replacement options were discussed by the Committee for replacement options of (2) 1969 boilers

Update on Air Conditioning Project Dodge County Administration Building bids went out October 26, 2020. Bids are due on November 17, 2020. If approved by the County Board, A/C unit will be ordered early January 2021. Projected completion of project is mid-April 2021.

Update on Maintenance Projects removal of ceiling tile in the 911 Dispatch area will start tomorrow. Joists, ductwork, roof opening, installation of curb, and RTU will be set. We are waiting for a piece of equipment for the Negative Air Room. The Dodge County Justice Facility received a Perfect Survey from the Federal Inspection in October.

Update on Department Staffing a Maintenance Mechanic started on November 2nd, another Maintenance Mechanic Retired on November 2nd, a Custodian gave resignation on November 4th, and we have another Maintenance Mechanic Retiring on December 30, 2020.

Update Status of 2020 Budget looks like the Budget should be ok. We will know more at the end of November.

Update 2021 Budget big project will be Air Conditioner at the Dodge County Administration Building.

Updates on Routes to Recovery has been extended until November 17, 2020. Routes to Recovery Summary for Dodge County was provided to the Committee.

Future Agenda Items Tour Buildings, Dodge County Buildings and Grounds Use Policy, Henry Dodge Office Building.

Determine Next Meeting Tuesday December 1, 2020 at 5:00 p.m.

Adjournment: There being no further business to come before this Committee, the meeting was adjourned by Chairman Dennis Schmidt at 7:17 p.m.

Respectfully submitted,

Cathy Houchin, Secretary

Disclaimer: The above minutes may be approved, amended or corrected at the next committee meeting.

RESOLUTION NO. _____

Authorizing the Administration Building A/C Unit Replacement Project and Project Budget

TO THE HONORABLE BOARD OF SUPERVISORS OF DODGE COUNTY, WISCONSIN,

WHEREAS, the Dodge County Building Committee ("Committee") has determined that the A/C unit for cooling the Administration Building is in need of replacement and has included same in the 2021-2024 Capital Improvement Plan, as *Replace 185 Ton A/C Unit Administration Building* (hereinafter "Project"); and,

WHEREAS, the Dodge County Physical Facilities Department engaged Angus Young Associates, Inc., of Janesville, Wisconsin, an engineering firm, to evaluate the A/C unit and develop specifications for its replacement; and,

WHEREAS, the Committee authorized the release of Request for Bids ("RFB") #PF 20-06 on or about October 27, 2020, requesting bids for the Project; and,

WHEREAS, a pre-bid meeting was conducted on November 3, 2020; and,

WHEREAS, three (3) bids were received and opened on November 24, 2020, as follows:

Vendor	Quotation
1901, Inc., Madison, WI	\$212,860
Sun Mechanical, Janesville, WI	\$250,000
Sure-Fire, Inc., Horicon, WI	\$194,900

; and,

WHEREAS, the bids were evaluated and the lowest responsive, responsible bidder was determined to be Sure-Fire, Inc.; and,

WHEREAS, the Committee recommends awarding the Project to Sure-Fire, Inc., in an amount not to exceed \$194,900; and,

WHEREAS, the Committee recommends establishing a total project budget of \$250,000 consists of \$_____ for equipment, \$_____ for installation and minor construction, and contingency as set forth on Exhibit "A", attached hereto; and,

WHEREAS, the Project was planned for Year 2021 in the 2021-2024 Capital Improvement Plan, which was approved by the Dodge County Board of Supervisors on October 20, 2020; and,

WHEREAS, sales tax funds were budgeted by the Physical Facilities Department in its 2021 Budget to cover the cost of the Project;

NOW, THEREFORE, BE IT RESOLVED, that the Dodge County Board of Supervisors, on the recommendation of the Building Committee, hereby approves the Project and authorizes the Physical Facilities Department to award the Project to Sure-Fire, Inc., in an amount not to exceed \$194,900; and,

1 **BE IT FURTHER RESOLVED**, by the Dodge County Board of Supervisors that a total project
2 budget of \$250,000 is authorized, as described on Exhibit "A"; and,
3

4 **BE IT FURTHER RESOLVED**, that the Dodge County Administrator and the Dodge County
5 Clerk are authorized to enter into a contract with Sure-Fire, Inc., in the amount of \$194,900, for the Project,
6 subject to review of said contract by the Dodge County Corporation Counsel; and,
7

8 **BE IT FINALLY RESOLVED**, that upon properly presented Project invoices, the Dodge County
9 Physical Facilities Director is authorized to make payment of such invoices.
10

All of which is respectfully submitted this 15th day of December, 2020.

Dodge County Building Committee:

Dennis Schmidt

Rob Boelk

Cathy Houchin

Kevin Burnett

Richard Fink

FISCAL NOTE:

Finance Committee review date: December 7, 2020. Chair initials: _____.

Vote Required: Majority of Members present

Resolution Summary: A resolution to authorize the Administration Building A/C Unit Replacement Project.

Dodge County Buildings and Grounds Use Policy

1.0 Purpose. This policy establishes that Dodge County Buildings and Grounds shall be utilized by county government for county government business as its first priority and in a manner consistent with a public purpose. This policy provides guidance for the proper use of County buildings and grounds and procedures for reserving meeting rooms or other county space.

2.0 Applicability. This policy is intended to cover all buildings and grounds over which the Dodge County Building Committee has authority including the following buildings and the associated parking lots and adjacent grounds:

- Administration Building, 127 East Oak Street, Juneau, WI
- Henry Dodge Office Building, 199 County Road DF, Juneau, WI
- Legal Services Building (Sheriff's Office), 124 West Street, Juneau, WI*
- Law Enforcement Center (J Pod), 141 N. Main Street, Juneau, WI*
- Justice Facility, 210 West Center Street, Juneau, WI*
- Jail and Detention Facility, 216 West Center Street, Juneau, WI*

*Meeting rooms in the secure areas of these buildings not available for general public use.
Public access to secure areas is prohibited.

3.0 Definitions.

1. County. Dodge County.
2. County Building. Any of the buildings listed in 2.0.
3. County Department. An operational unit of county government with a primary funding source established by the Dodge County Board of Supervisors and managed by a county appointed official or county elected official or county committee, commission or board.
4. County Grounds. The county lands adjacent to a County Building, including parking lots, owned or leased by Dodge County.
5. Public Purpose. An activity in which the action, direction or basis therefor is of benefit to the general public or for the common good of government.

4.0 General Guidelines.

4.1 Permitted Uses. Use of county buildings and grounds shall be for a public purpose. County government business shall be given first priority to reserve and utilize county buildings including meeting rooms within county buildings and space on county grounds. Non-county entities, including other units or agencies of government, county related associations or organizations or nonprofit organizations providing a public service or purpose may use county buildings and grounds provided that the use and/or activity is consistent with this policy.

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4.2 Prohibited Uses. The following activities and uses shall be prohibited in county buildings and on county grounds:

1. Selling, offering for sale or promoting the sale of goods or services, except in association with county business/county-sponsored event;
2. Distributing goods or services, except in association with county business/county-sponsored event;
3. Private, for profit commercial or business activities.
4. Private social functions such as weddings, birthday parties, reunions, anniversaries or similar events;
5. Political or religious activities including rallies, gatherings, parties or similar events (pertains to meeting rooms only);
6. Storage of non-county goods, services, products, vehicles;
7. Events that interfere with day-to-day operations of county departments or county business;
8. Smoking and/or vaping;
9. Serving and/or consuming alcoholic beverages;
10. Profanity, fighting or other assaultive behavior;
11. Any other illegal activity or use.

4.3 Building Hours. Hours of county operations vary. Buildings are generally open from 8:00 a.m. to 10:00 p.m., weekdays, except county observed holidays. Buildings may be open at other times for meetings at the discretion of the County.

4.4 Use of Kitchen/Appliances. Certain meeting rooms have kitchen facilities and appliances. Kitchen facilities and appliances may be used; however, it is the responsibility of the meeting organizer to ensure proper use of such facilities and leave same in clean and proper condition upon vacating the meeting room. The request to use kitchen facilities and appliances must be made by the meeting organizer at the time of reservation.

4.5 Damages/Security. Meeting organizer shall vacate the meeting room or grounds leaving same in clean and proper condition at the conclusion of the event. The County reserves the right to pursue the organizer for the recovery of costs of clean up or damages. The County makes no provision for security personnel at non-County meetings.

4.6 Audio/Video Recording/Streaming. Due to the confidential and sensitive nature of the services provided and the privacy rights of individuals receiving services from the Dodge County Human Services and Health Department, audio/video recording/streaming by the public within and on the grounds of the Henry Dodge Building, located at 199 County Road DF, Juneau, Wisconsin, is prohibited.

5.0 Priority of Use. With the exception of meetings located in secure areas of County buildings, the use of all meeting rooms, buildings and grounds shall be prioritized as follows:

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1. County Board
2. County Board Committees
3. County Departments conducting official county business including training
4. Non-County agencies that lease space within county buildings
5. Organizations providing a county service or program such as UW-Extension functions including 4-H, Master Gardeners, and similar functions.
6. Non-County agencies or local or state government entities conducting official business, meetings or training.
7. Organizations conducting public meetings that further a public interest, purpose or provide a public service.
8. All other activities or uses not specifically covered above, except those that are specifically prohibited in 4.2.

6.0. Signs and Bulletin Boards. Except for official county signage, county meeting notices and agendas, county informational flyers or legal notices relating to county business, no signs, materials, notices, advertisements or flyers shall be displayed on county grounds, within county buildings or on bulletin boards within county buildings. Signs, materials, notices, advertisements or flyers posted and placed in violation of this section shall be removed and disposed of without notice.

7.0 Parking and Parking Lots. Parking lots associated with County Buildings are for use by the public having business in the county building.

1. All vehicles shall be parked, attended or unattended, in accordance with the signage posted and within the designated lines in the lot and in such a manner so as to not cause a hazard or be an obstruction to vehicular or other traffic.
2. No vehicles shall be parked, attended or unattended, in the lots between the hours of 11:00 p.m. and 7:00 a.m., other than employees of the county or persons engaged in official business at the county building. Overnight parking is prohibited and will be strictly enforced.
3. Vehicles, including trucks or detached trailers, parked unattended for more than ninety-six (96) hours will be considered abandoned and towed at owner's expense.
4. No vehicle shall be parked in a county parking lot for the purpose of advertising the vehicle for sale.
5. No vehicle in excess of 16,000 pounds shall be allowed to enter, access or park in any county parking lot.

8.0 Reservations.

Reservations for meeting rooms, buildings or grounds shall be made by contacting the UW-Extension Office at 920-386-3790 at least 24 hours prior to event. Information regarding meeting room setup, access, capacity/occupancy, securing after use, can be obtained at the time of the reservation. At the time of reservation, meeting organizer shall provide:

1. Contact information for event organizer
2. Estimated number of attendees

3. Evidence of insurance, if requested

9.0. Miscellaneous.

1. Event organizer is responsible for meeting room set-up and tear-down.
2. Audio/video equipment and connection to wireless services may be available in certain meeting rooms. Request for audio/video equipment or connection to wireless services should be made at the time of reservation.
3. ~~Dodge~~The County reserves the right to impose reasonable conditions on use of county buildings and grounds, in addition to those described herein, to ensure the comfort, convenience, safety or welfare of the county operations and personnel and the public.
4. Prior permission to use county buildings and grounds shall not guarantee future use.
5. Dodge County may revoke or modify permission to use meeting rooms or county space based on availability, scheduling conflicts, conflicts in use.
6. Dodge County makes no representations or endorsements regarding the activities conducted by non-county entities on county grounds or within county buildings.
7. Dodge County reserves the right to restrict access to internal offices or spaces within county buildings.

10.0 Policy Administration.

This policy shall be administered by the Dodge County Building Committee or its designee. The Committee designates the Physical Facilities Director or his designee as the day-to-day administrator of this policy and may install signage at his discretion to notify the general public regarding restricted or limited access to areas within or around county buildings. The Committee may modify the Policy from time to time with such modifications becoming effective upon Committee approval.

11.0 Effective Date.

This policy shall become effective upon the approval of the Dodge County Building Committee and shall supersede all prior building use policies and practices.

Date: _____

By: _____
Dennis Schmidt
Chair, Building Committee